



The Crazy Quilters Guild of Laguna Woods Village By-Laws

Article 1 – Name

Section 1: The Guild shall be known as the “Crazy Quilters Guild of Laguna Woods Village” hereafter referred to as the Guild. The Crazy Quilters Guild is a club within Laguna Woods and a Guild nationally. As such, we must first adhere to the requirements of Laguna Woods Village.

Article 2 – Purpose

Section 1: The Guild shall provide a creative atmosphere for Laguna Woods Village Quilters to socialize, share knowledge of methods and techniques, and to encourage each member’s growth and talent in the field of quilt making and related textile arts.

Article 3 – Membership and Dues

Section 1: Membership shall be open to Laguna Woods Village residents and non-residents. The total number of non-residents (defined as those who do not “live” in Laguna Woods Village) who can be members is limited to 10% of the total Guild membership.

Section 2: Must be a member in order to attend the annual birthday party, holiday party, and to be involved in the Guild’s friendship groups.

Section 3: The Guild’s membership calendar year shall run from January^{1st} to December 31st.

Section 4: Membership dues shall be determined by a majority vote of the Executive Board.

Article 4 – Executive Board and Duties

Section 1: The Executive Officers of the Guild shall be: President, 1st Vice President (Programs), 2nd Vice President (Membership), Secretary, and Treasurer. The previous President serves as a non-voting adviser to the Board. All officers are members in good standing and elected by the Guild’s membership each year.

Section 2: The President shall: Coordinate and preside at Board meetings; preside at general meetings of the Guild; appoint Committee Chairpersons; serve as an ex-officio member of all Guild committees with the exception of the Nominating Committee; be responsible for all aspects of the Guild. In the absence or disability of the President, the 1st Vice President or previous President shall perform the duties of the President.

Section 3: The 1st Vice President (Programs) shall: Secure programs with speakers for eight (8) of the Guild’s monthly meetings; oversee that arrangements for the general meeting room are set up and completed; submit notification details of the Guild’s general meetings to the Laguna Woods Village “Globe” newspaper.

Section 4: The 2nd Vice President (Membership) shall: Maintain member



information that includes, but is not necessarily limited to, updating the member roster; compile and distribute a membership directory and a membership card yearly to all Guild members; collection of yearly dues (the current year's dues will be prorated to half price beginning in August); be available at general meetings to check in members and charge a nominal fee for those without a name tag; provide information regarding upcoming events in the Guild, community, and other quilt guilds during general meetings; responsible for holding a "New Member Recognition Luncheon"; provide the Guild's newsletter chairperson with new member information, changes to a current member's information, and a list of the month's member's birthdays.

Section 5: The Secretary shall: Take minutes during all Board meetings; take minutes for the two (2) general meetings involving the nomination and election of officers; read minutes at Board meetings for Board approval.

Section 6: The Treasurer shall: Maintain all financial records; receive and deposit checks for classified advertising fees; prepare checks for Guild expenses; provide financial reports quarterly; provide financial report at year end with suggested budget for the following year for Board and Committee Chairpersons; file tax postcard 990N by the 5th month after our year end.

Article 5 – Meetings

Section 1: The Guild's general meetings will be held the second Wednesday during the months of January through June and August through December.

Section 2: The Guild's Board meetings will be held the first Wednesday during the months of January through June and August through December.

Section 3 Executive Board meetings will be held in the event the President, or a quorum of the Board, requests one.

Section 4: Clubhouse 4, Quilting/Sewing Room allows Guild members to work on their projects and/or help with the philanthropy quilt projects. Availability of the room is noted in the Crazy Quilters newsletter.

Section 5: Guests may attend the general meetings. The fee for guests is noted in the Crazy Quilters Guild Cost List. Guests do not receive the newsletter and are not allowed to use the Clubhouse 4 quilt room.

Article 6 - Committees

Section 1: The Committee Chairperson(s) is/are appointed by the President with the approval of the Board.

Section 2: The duties for each Committee Chairperson(s) position are defined in the latest revision of the "Crazy Quilters Committee Chairperson Job Description" document. The Committee Chairperson cannot change or omit the duties of the positions without Board approval.

Article 7 – Elections and By-Law Amendments

Section 1: Nominations: During the September general meeting, the President shall ask for three (3) members of the Guild to volunteer as the "Nominating Committee" with a previous President serving as Chairperson.



Recommended candidates must give their consent for nomination.

Section 2: The Committee will submit the slate of officers at the November Board meeting. The slate will be presented at the general meeting in November where the President will ask for a vote of the membership to accept the slate of nominated officers. Elections will be held at the November general meeting. Installation of the new officers will take place in December.

Section 3: Vacancies in any office shall be appointed by the Board for the unexpired term of office.

Section 4: By-Laws: May be amended at any general meeting; require a sixty percent (60%) vote of the membership present; must be made available to members ten (10) days prior to the general meeting where the amendment is to be voted upon.

Section 5: The President will appoint a By-Law committee to review/update the By-Laws every two (2) years.

Article 8 - Authority

Section 1: In conducting the affairs of this Guild, the final authority for procedure shall be the latest Edition of "Robert's Rules of Order" Newly Revised (RONR) wherever applicable and not inconsistent with these By-Laws.

Article 9 - Dissolution

Section 1: In the event of the dissolution of the Crazy Quilters Guild of Laguna Woods Village, all equipment, fabrics, etc., shall be offered "for sale" to members. Items not sold, will be donated to an organization decided upon by the Executive Board. Any monies remaining in the club account(s), after all bills and invoices are paid, shall be donated as determined by the Executive Board.

Revision History:

May, 2002

September, 2003

February, 2009

May, 2015